

Assistant City Manager

THE CITY OF SAN PABLO, CALIFORNIA

PECKHAM
&
MCKENNEY
EXECUTIVE SEARCH



THE COMMUNITY

The City of San Pablo is located in West Contra Costa County off Interstate 80, minutes away from the Bay Area cultural centers of Berkeley, Oakland and San Francisco. Interstate 80 is the principal arterial route between the Bay Area and Sacramento where San Pablo is nestled between the cities of Pinole and Richmond and the neighboring cities of El Cerrito and Hercules. Historically one of the oldest Spanish settlements in the region, the San Pablo City Hall Fountain and Plaza reflect that heritage.

San Pablo is located less than 45 minutes from international airports in Oakland and San Francisco and access to the Bay Area Rapid Transit (BART) system and Amtrak passenger train service are close-by. AC Transit bus line service includes San Pablo in its route from Fremont to Richmond and containerized shipping, ports, and railway access are located in Richmond and Oakland.

Over the years, this city of 29,720 has become a thriving residential and business community. One mile away from City Hall, Contra Costa College, the community college for West Contra Costa County, serves an average of nine thousand (9,000) active students each semester. The college offers green job training programs and other certificate programs in addition to preparing students to enter four-year universities and colleges.

Within its 2.6 square miles, San Pablo provides a business friendly atmosphere and a well-balanced mix of goods, services and a wide-range of housing options. San Pablo is on the move and its city government is receptive to working with business owners and homeowners to facilitate new construction, renovations, and other improvements. Furthermore, the city has a Community Foundation that focuses exclusively on enhancing community support systems that directly benefit the residents through healthcare, music, education, anti-violence efforts, living skills and several other specific community services.

The 2010 Census shows San Pablo as an ethnically diverse population that consists of the following: White (10%); African American (16%); Hispanic or Latino (57%); and Asian (15%) consisting of Lao, Mein and Vietnamese. 68% of the city's residents speak a language other than English at home and 43% are foreign born. The median household income is \$43,000 with 36% of residents having completed some college education.

San Pablo's diverse community, affordability, and access to the entire Bay Area region are advantages that are found only in the City of San Pablo. For more information on the region please visit Contra Costa County's website at www.contracosta.ca.gov.



THE CITY OF SAN PABLO WINS ALL-AMERICA CITY AWARD

2014 AWARD SPOTLIGHT ON HEALTHY COMMUNITIES

The National Civic League recently announced that the City of San Pablo had won the 2014 All-America City Award, the country's most prestigious award for outstanding, community-based civic accomplishments. The All-America City Award, created in 1949, is the oldest community recognition program in the nation.

This year's awards had a special focus on successful efforts to address the underlying conditions that affect the health of communities. The City submitted an application listing examples of successful community change, civic engagement, collaboration and innovation. The City of San Pablo is the only city in California, and only one of ten in the nation, to receive this outstanding award in 2014!

For more information on the incredible efforts being put forth by the City of San Pablo please visit their website at www.sanpabloca.gov.

THE ASSISTANT CITY MANAGER POSITION

The Assistant City Manager has primary responsibility for assisting the City Manager in overseeing the day-to-day operations of the City; providing expert advice to the City Manager, the City Council, department heads and senior managers regarding human resources, budgeting, finance, community services, development services, engineering services, public works, and leisure services; coordinating a variety of department program areas; conducting studies, surveys and data collection on difficult operational and administrative problems; creating an atmosphere that inspires teamwork and collaboration throughout the organization; and evaluating processes for greater efficiency and effectiveness. He/she may have direct supervision over assigned departments and support functions as deemed necessary by the City Manager; meet regularly with department heads and division managers, businesses, community organizations, the public, and other governmental entities to discuss City programs and build partnerships; and explore entrepreneurial opportunities for economic growth and community development.

THE IDEAL CANDIDATE

The Assistant City Manager must be a self-starter, and a proven and capable utility player accustomed to serving the needs of an ethnically and culturally diverse community and elected body with high expectations, and a high regard for City service delivery. The ideal candidate will have the demonstrated ability to manage a large portfolio of City responsibilities in an exciting, yet demanding and progressively dynamic organization. He/she will have proven success with overseeing multiple City functions, programs, and services, and have the ability to execute City Manager directed priorities with proven determination and effectiveness.

The ideal candidate will be a true generalist with familiarity with all facets of local government. In-depth knowledge regarding human resources, budget development/planning, capital

improvement programs, community services, and Information Systems will be considered favorably. The individual selected will be considered a highly-credible and ethical professional who consistently offers sound professional guidance, and strategic direction when appropriate. He/she will exhibit a supportive management style and possess a reputation for leading cohesive high-performing teams

Serving as the City's Operations Officer for the City Manager and the organization, this individual will serve as the principal asset to the City Manager, and work to keep Department Heads and Division Managers on-track with advancing city priorities by ensuring they have the necessary operational guidance and resources, and have demonstrated success in garnering intergovernmental cooperation, and building community and private/public partnerships. He/she will ensure that projects and deliverables are completed on-time and consistently meet or exceed expectations.

The ideal candidate will apply a keen eye for quality in reviewing reports and materials before they reach the City Manager, thereby enhancing the capacity for producing quality work at lower levels and allowing the City Manager to focus his energy on the strategic economic development needs of the City Council.

The Assistant City Manager will also be expected to serve in the role of the City Manager in his absence. Excellent communication, written and interpersonal skills are necessary to succeed in this key role for the City of San Pablo.

QUALIFICATIONS

Candidates must have a Bachelor's degree in business/public administration or a related field. In addition, candidates must have five (5) years of managerial experience in a government performing work that requires knowledge of human resources management, strategic planning, organizational assessment, budgeting, finance, community development, economic development, and municipal operations. A Master's degree is desirable. The ideal candidate will have experience serving in a similar capacity such as Assistant/Deputy City Manager, Assistant to the City Manager, or Senior-level Department Head.

The new Assistant City Manager must possess the following characteristics, including but not limited to, the following:

- Demonstrate an open, friendly and approachable management style
- Remain highly-professional at all times in the execution of duties
- Ability to create a highly-professional working environment based on fair and equitable treatment of others
- Ability to clarify highly-complex issues and deliver difficult messages in a firm and assertive manner, when necessary
- Exhibit well-developed leadership instincts
- Display an ability to anticipate problems before they arise

- Instinctively create opportunities for the organization and staff to succeed as a team
- Be an effective problem-solver; skilled at preventing crises yet be quick to intelligently manage urgent situations

OTHER DISTINGUISHING CHARACTERISTICS

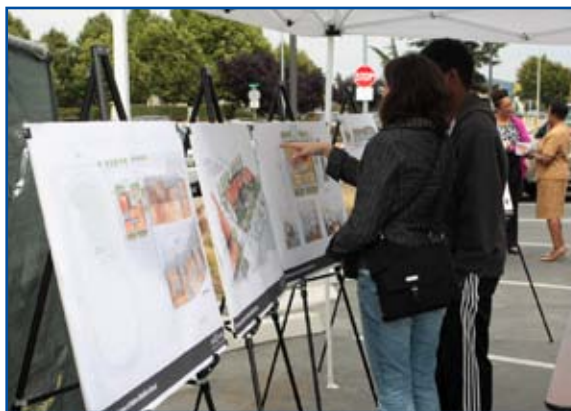
The Assistant City Manager serves as a key member of the City's Executive Leadership Group. The chosen candidate will demonstrate the ability to be an active participant in strategic visioning for the City. The ideal candidate will be an individual who understands the Council-Manager form of government, and who will embrace effective existing relationships of the City of San Pablo as valued assets. Candidates for this position should be known for the ability to work inter-dependently within a broad scope of operational issues, and to assist in the development of building consensus among key staff to tackle challenges while maintaining positive working relationships.

COMPENSATION AND BENEFITS

The salary range for this outstanding opportunity is from \$168,672 to \$205,020 depending upon qualifications and experience. In addition, excellent benefits will be offered including: PERS (Public Employees Retirement System) 2.5% age 55 formula for "classic members" (employee pays 10.3% of salary), and 2% at age 62 for new PERS members (employee pays 6.25% of salary); choice of health plans – employee pays a portion of the monthly premium (\$150/month for Kaiser,

20% of premium for all other health plans); Delta dental plan of California with orthodontia coverage for children; dual medical reimbursement (employees covered through another source); \$450 annually for a Section 125 flexible spending account; 4 day work schedule (Monday-Thursday: 7:30 a.m.–6 p.m.) 112.5 hours administrative leave; vacation, 75 hours to start, up to 225 hours after 25 years; 13 paid holidays per year; sick leave, 7.5 hours per month; one floating holiday (9.375 hours per year); \$100,000 City-paid Life Insurance policy; Employee Assistance Program available to employees and eligible family members; educational incentive program.

Appointment will be based on best fit, education, training, competency, and experience as it relates to the position of Assistant City Manager, successful completion of a thorough background investigation, reference checks and physical exam.



SEARCH SCHEDULE

Resume filing deadline February 2, 2015
 Preliminary interviews
 February 4 through February 12, 2015
 Recommendation of Candidates... February 13, 2015

These dates have been confirmed, and it is recommended that you plan your calendar accordingly.

THE RECRUITMENT PROCESS

To apply for this exciting career opportunity, please send your resume and cover letter electronically to:

Peckham & McKenney
apply@peckhamandmckenney.com

Resumes are acknowledged within two business days. Call Phil McKenney toll-free at (866) 912-1919 for more information.

The City of San Pablo is an Equal Opportunity Employer.



www.peckhamandmckenney.com